

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



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AIR FORCE MATERIAL COMMAND

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Personnel

ANNUAL ACQUISITION AWARDS PROGRAMS

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AFI 36-2835, 30 October 2003, is supplemented as follows

This supplement does not apply to the Air National Guard units and members.

SUMMARY OF REVISIONS

AFI 36-2835/AFMCS1 is changed to correlate with Contracting Awards in Chapter 3 of the basic Air Force Instruction. Definitions are provided for Operational/Specialized, Systems, S&T, Logistics, and Classified units. AFMC Award categories are added for Excellence in Air Force Classified Contracting (The Larry Kabase Memorial Award), Professional Development, Outstanding Achievement in Contracting Information Technology, Outstanding Contract Staff (field only), and AFMC Outstanding Headquarters' Staff Officer.

3.1. Nomination Responsibilities and Procedures. AFMC Outstanding Contracting Unit/Team, Outstanding Officer in Contracting, and Outstanding Civilian in Contracting awards will be given in each of the following categories: Operational/Specialized, Science & Technology (S&T), Systems, and Logistics. Each AFMC center, including the Air Force Research Laboratory, may submit a nominee in each category, as appropriate. Research and development actions that normally precede and are directly related to systems development fall under the Systems, not the S&T, category. Send all nomination packages by transmittal letter to arrive at HQ AFMC/PKX by the deadline established in the AFMC/PK request for nominations letter. The Center Director/Deputy Director of Contracting should sign the transmittal letter. HQ AFMC/PK will forward the nominations for Air Force awards to SAF/AQC after major command evaluation and endorsement. Any changes will be coordinated with the nominating organization. Organizations are responsible for advising HQ AFMC/PKX of any name or rank changes for AFMC award winners and Air Force nominees.

3.2.1. (Added) Operational/Specialized. This category applies to base level operational contracting squadrons/divisions and specialized buying offices whose primary mission is to provide unique support in

other than logistics, systems, or science and technology. An operational unit provides contractual support for base operations support or mission operations support. A specialized unit, typically, has a mission of command-wide or Air Force-wide support as opposed to supporting only one base, or has a mission to acquire non-standard supplies and services or special studies and analyses. A specialized unit may include a non-buying activity that supports the contracting community, such as training centers. A specialized unit may or may not be a contracting squadron.

3.2.2. (Added) Science & Technology (S&T). A unit whose primary mission is issuing and administering science & technology (6.1 basic research, 6.2 exploratory research, and 6.3A advanced research) contracts in direct support of one of the technical directorates in Air Force Research Laboratory.

3.2.3. (Added) Systems. This category applies to buying offices with a primary mission to develop and procure new systems or new modifications to systems at system program offices, product group management directorates at Product Centers. It does not apply to the Product Center itself as a unit.

3.2.4. (Added) Logistics. This category applies to buying offices with a primary mission to provide sustainment support (repair, spare parts, modification, and engineering services) contracting at system program offices (SPOs), product group management directorates, or material group management directorates at Logistics Centers. It does not apply to the Logistic Center itself as a unit.

3.2.5. (Added) Classified. This category applies to a buying office with a primary mission to provide contracting support to a classified organization/or program.

3.4. **Evaluation & Criteria Panel**. The HQ AFMC selection panel will select winners for AFMC individual and unit awards and nominees for Air Force awards based on the criteria contained in basic Air Force Instruction. Selections and nominations will not be final, however, until approved by HQ AFMC/PK. Unless HQ AFMC/PK specifies otherwise, the HQ AFMC selection committee will consist of:

3.4.1. Chairperson – Deputy Director, HQ AFMC/PK

3.4.2. (Added) Members – Selected HQ AFMC Division Chiefs and the Command Contracting Superintendent

3.4.3. (Added) Recorder – HQ AFMC/PKX designee

Table 3.1. Contracting Awards.

Rule 3, Outstanding Contracting Unit/Team. AFMC will break out this award into four categories: operational/specialized, systems, S&T, and Logistics. Each field organization will be allowed to submit one unit and one team in each of the four categories. Once the winner is selected in each of the four categories, AFMC will select one unit and one team to be forwarded for competition at the AF level.

Rule 4, Outstanding Contracting Officer. AFMC will break out award into four categories: operational/specialized, systems, S&T, and Logistics. Each field organization will be allowed to nominate a field grade and company grade officer in each category (eight possible nominees for this award). Once the winners are selected in each of the four categories, AFMC will select one field grade officer and one company grade officer to be forwarded for competition at the AF level.

Rule 5, Outstanding Contracting Civilian. AFMC will break out award into four categories: operational/specialized, systems, S&T, and Logistics. Each field organization will be allowed to nominate a GS12 and above and a GS11 and below in each of the categories (eight possible nominees for this award). Once the

winners are selected in each of the four categories, AFMC will select one GS12 and above and one GS 11 and below to be forwarded for competition at the AF level.

Rule 13 (Added) AFMC Excellence in Air Force Classified Contracting (The Larry Kabase Memorial Award) (see note 6). This award applies to civilians in the 1102 and 1105 series and military personnel in AFSC 64P3, 64P4, or 6C0X1, and may be on an individual or team basis. Each FOA/DRU may nominate 1 individual or 1 team. Nominations shall use the evaluation criteria added by this supplement at Table 3.2. Line 8.

Rule 14 (Added) AFMC Professional Development Award. This award applies to civilians in the 1102 and 1105 series and military personnel in AFSC 64P3, 64P4, and 6C0X1, and may be on an individual or team basis. Each FOA/DRU may nominate 1 individual or 1 team. Personnel assigned to AFMC Headquarters Staff may be considered for this award only if nominated as a team-member in a field FOA/DRU nomination. This award shall be evaluated on the criteria added by this supplement at Table 3.2., Line 9.

Rule 15 (Added) AFMC Outstanding Achievement in Contracting Information-Technology. This award applies to military and civilian personnel or teams who have made a significant contribution to contract information technology. Each FOA/DRU may nominate 1 individual or 1 team. Nominations for individuals shall use the evaluation criteria in Table 3.2. Line 6, "All Other Contracting Awards," of the basic Air Force Instruction. Team nominations shall use the evaluation criteria added by this supplement at Table 3.2., Line 10.

Rule 16 (Added) AFMC Outstanding Contract Staff Award (field only). This award applies to civilians in the 0301, 1101, 1102, or 1103 series and military personnel in AFSC 64P3 or 64P4 assigned to staff functions, other than pricing, and information technology, to include policy or operations. Each FOA/DRU may nominate 1 individual. This award shall use the evaluation criteria in Table 3.2. Line 6, "All Other Contracting Awards," of the basic Air Force Instruction.

Rule 17 (Added) Outstanding Headquarters' Staff Officer. A command level award may be given to both a military and a civilian headquarters staff officer. Nominations shall use the evaluation criteria in Table 3.2. Line 6, "All Other Contracting Awards," of the basic Air Force Instruction.

Note 6 (Added) The Larry Kabase Memorial Award for Excellence in Air Force Classified Contracting is named after Larry Kabase, Chief, Special Programs Contracting, Eglin AFB, FL. Mr. Kabase served 25 distinguished years as one of our leaders of acquisition reform in the classified contracting community.

Note 7 (Added) The AFMC Excellence in Air Force Classified Contracting, AFMC Professional Development, AFMC Outstanding Achievement in Contract Information Technology, AFMC Outstanding Contract Staff Awards (field only), and AFMC Outstanding Headquarters' Staff Officer, added to AFI 36-2835, Table 3.1., do not get forwarded to SAF/AQC for competition at the AF level.

Table 3.2. Evaluation Criteria for Contracting Awards.

Line 6 The following rules are added in Column A: Rules 16 and 17.

Line 8 (Added) The following evaluation criteria shall be used for the Larry Kabase Memorial Award for Excellence in Air Force Classified Contracting:

- Specific achievement during the recent fiscal year, short and long term impact on mission – 50%
- Innovative techniques, emphasis on acquisition streamlining and process improvements – 50%

Line 9 (Added) The following evaluation criteria shall be used for the AFMC Professional Development Award:

- Description of training efforts directed toward the mentoring and development of less experienced members of the workforce in either formal or in-formal settings; contributions in preparing others for acquisition duties; ability to convey concepts and practices to others – 40%
- Specific contributions to training and professional development of the contracting workforce of the future at the local base during the recent fiscal year; use of innovative and effective programs/activities; descriptions of impact on the unit's mission – 40%
- Extent to which efforts benefited the AFMC Contracting Community through programs/activities exported to other bases and or adopted for use by external units – 20%

Line 10 (Added) The following evaluation criteria shall be used for team nominations for the AFMC Outstanding Achievement in Contracting Information Technology Award:

- Mission Accomplishments/Achievements – 70%
- Innovation Initiatives/Process Improvements – 20%
- Professional Development/Awards/Recognitions – 10%

Attachment 5 (Added)

CONTRACTING AWARDS

Table A5.1. (Added) Contracting Awards

| Rule | A | B | C | D |
|------|---|--------------------|--|-------------------------------------|
| | If the award category is | and the type | then the eligibility is | and the MAJCOM/FOA/DRU may nominate |
| 13 | AFMC Excellence in Air Force Classified Contracting (The Larry Kabase Memorial Award) | Individual or Team | (a) military in AFSC 64P4, 64P3, or 6C0X1 or (b) civilian in civil service series 1102 and 1105 (see note 6) | 1 Individual or 1 Team |
| 14 | AFMC Professional Development Award | Individual or Team | (a) military in AFSC 64P4, 64P3, or 6C0X1 or (b) civilian in civil service series 1102 and 1105 | 1 Individual or 1 Team |
| 15 | AFMC Outstanding Achievement in Contracting Information Technology | Individual or Team | (a) military in AFSC 64P4, 64P3, or 6C0X1 or (b) civilian in civil service series 1101, 1102, 1105 or 1106 | 1 Individual or 1 Team |
| 16 | AFMC Outstanding Contract Staff Award (field only) | Individual | (a) military in AFSC 64P4, 64P3, or 6C0X1 and (b) civilian in civil service series 0301, 1101, 1102 or 1103 | 1 Individual |
| 17 | AFMC Outstanding Headquarters' Staff Officer | Individual | (a) military in AFSC 64P4, 64P3, or 6C0X1 and (b) civilian in civil service series 1101, 1102, 1105 or 1106 | 1 Military or 1 Civilian |

Attachment 6 (Added)

EVALUATION CRITERIA FOR CONTRACTING AWARDS

Table A6.1. (Added) Evaluation Criteria for Contracting Awards.

| Line | A | B |
|------|---|--|
| | Award | Evaluation Criteria |
| 6 | All Other Contracting Awards (Table 3.1. , Rules 16 and 17) | - Specific duty achievements including short-and long-term impact on the mission-70% |
| | | - Self improvement efforts over the course of individual's career-20% |
| | | - Professional qualities over the course of individual's career-10% (see Note) |
| 8 | AFMC Excellence in Air Force Classified Contracting (The Larry Kabase Memorial Award) | - Specific achievement during the recent fiscal year, short and long term impact on mission -50% - Innovative techniques, emphasis on acquisition streamlining and process improvements-50% |
| 9 | AFMC Professional Development Award | - Description of training efforts directed toward the mentoring and development of less experienced members of the workforce in either formal or in-formal settings; contributions in preparing others for acquisition duties; ability to convey concepts and practices to others -40% |
| | | - Specific contributions to training and professional development of the contracting workforce of the future at the local base during the recent fiscal year, use of innovate and effective programs/activities; descriptions of impact on the unit's mission-40% |
| | | - Extent to which efforts benefited the AFMC Contracting Community through programs/activities exported to other bases and or adopted for use by external units-20% |
| 10 | AFMC Outstanding Achievement in Contracting Information Technology Award | - Mission Accomplishments/Achievements-70% |
| | | - Innovation Initiatives/Process Improvements-20% |
| | | - Professional Development/Awards/Recognitions-10% |

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